

**AGENDA FOR A FINANCE COMMITTEE MEETING  
THURSDAY, JULY 5, 2018, 5:00 PM,  
MEEKS CONFERENCE ROOM,  
SECOND FLOOR, MUNICIPAL BUILDING**

(Councilmen Reynolds, Kuhl, McCrady, Fox)

- I. CALL TO ORDER – Councilman Zach Stanley, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held June 4, 2018
- IV. NEW BUSINESS
  1. Resolution revising the FY 2019 User Fee Special Revenue Fund budget to carry over the paving/slab funds, \$1,590,000.00, as well as a partial surplus re-appropriation of \$580,000.00 to cover an unexpected increase in the cost of paving.
  2. Resolution revising FY 2019 by moving \$150,000.00 for additional funding for the Fire Station #2 project; and \$10,400.00 for part-time office assistant for the Fire Department.
  3. Four (4) ordinances allowing for 1 ½% discount for paying fire fees, floodwall fees, police fees, and solid waste fees on or before the initial due date. (referred from Council June 26, 2018)
- V. ADJOURNMENT

The Finance Committee of City Council met Monday, June 4, 2018 at 6:00 PM in the Meeks conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Councilman Zach Stanley, who presided over the meeting. Members attending included Councilmen Mike Reynolds, Sharon Kuhl, Dave McCrady, Jeff Fox, and Zach Stanley.

Others attending included Rickie Yeager, Eric Jiles, Joe Santer, Bob Mercer, Eric Barber, JR Carpenter, and Sherry Dugan.

MINUTES – Mr. Reynolds moved, seconded by Mr. McCrady, to approve the minutes from the meeting held February 6, 2018, and the motion was adopted by unanimous vote.

CDBG and HOME budgets for 2018/2019: Development Director, Rickie Yeager, stated that the City will receive an increase of 10% over the past year. He explained each line item of the budget, and stated that our loan repayment for the Riverfront Park Project is the amount of the interest only, \$70,030.00, instead of the full payment of \$180,000.00. This was an original twenty-year loan.

(item e, see attachment) A new line item this year is \$30,000.00 for a community tool shed, where people can rent tools, including lawn mowers, and Mr. Yeager said we would need a partner. The tools could be used for community clean-up days. We would take their drivers' licenses until the tools are returned. We would like to encourage people to take care of their homes, he said.

Mr. Reynolds liked the idea, but cautioned us about the liability of someone getting hurt, and he also mentioned we may partner with Parks Hardware.

Item (f), Fitness Park on Quincy Hill, \$50,000.00. Mr. Yeager stated that the Avery Street enhancement project will begin soon. The City redid the steps going up to Quincy Park from Avery Street several years ago, and they are heavily used. They are proposing the fitness park at Quincy Hill as a partial project and would be asking for a grant from Burke to install it.

Ms. Kuhl stated that she thought Southwood Park should qualify because of the low income housing nearby, but Mr. Yeager said he thought the census tracts do not agree.

Item (g) Latrobe Street Mission, \$8,250.00 – this is to make sure the facility is secure, and people staying there are looking for jobs.

Item (h), MOV Fellowship Home, \$7,500.00 will be used for an air conditioning unit.

Item (i), \$1,000.00, will be used for Schools to Pools pass program.

## ENHANCEMENT OF PUBLIC SERVICES

Item (b), \$1,000.00 will be used for Family Crisis Intervention Center bus passes. The Circles Campaign (b) requested \$20,000.00 and we are offering \$10,000.00.

## HOUSING PROGRAMS

(a) – we have helped 15 people in the minor home repair program, \$175,750.00;  
(b) – we have helped 10 people in the emergency home repair program, \$60,000.

### HOME Investment Partnership Grant Fund (highlights)

- I. First Time Homebuyers – Mr. Yeager said that people are using the down payment assistance program instead, no funding this year.
- II. Owner-occupied rehab – this is a loan, not a grant, and you have to bring the property up to code, no funding this year.
- III. Community Housing Development Org - \$44,095.00, this is for any Habitat Home in the community.
  
- VII. New construction in targeted neighborhood - \$430,546.00. Mr. Yeager said we have talked about a comprehensive housing initiative. The City will be the partner, and not the driver. This can be used as seed money for a housing project.

Mr. Fox asked if these kinds of funds could have been used for the senior housing project on Rayon Drive, and Mr. Yeager said that was correct. The end project has to be affordable housing, he said. Before it is spent, it has to come back to Council for approval.

MOTION – Mr. Reynolds moved, seconded by Ms. Kuhl, to approve the CDBG and HOME budget for 2018/2019 and forward to Council, and the motion was adopted by unanimous vote.

CDBG amendment referred from City Council on May 22, 2018, a resolution for \$50,000.00 to repair a water leak for the Family Crisis Intervention Center.

Mr. Stanley asked if we could get bids on a project without having the entire amount of the money set aside, so that the companies bidding would not know how much we had budgeted.

Finance Director, Eric Jiles, stated that there must be an appropriation before any contract can be awarded. We can get bids, but we can't do anything without an appropriation. Our general fund budget is full of estimates on trucks, or any other item. Most bidders see if it is worth it to them to even put in a bid, and they still have to compete,

he said. Mr. Jiles thinks it is wise to have the appropriation first, then bid, then award and issue a purchase order to begin the work. Time is money, and contractors won't hold a bid very long.

Sometimes, you will only get one estimate, Mr. Reynolds stated, and we should not have advertised that we had \$50,000.00 because we don't always get more bids.

Mr. Yeager stated that Moran Construction revised their bid to \$33,000.00 to make the repair, including legal wages, and he will revise his numbers to \$35,000.00 in the budget revision.

The cost of the repairs do not include foundation work, Mr. Mercer stated. He said he and Mr. Reynolds visited the site, and the company will install a drain. If they run across something else, the cost will be more.

Mr. Stanley asked if we could limit the scope if they are not going to repair the foundation, and Mr. Santer said it depends on what we put in the bid, and it should say repairs to the building drainage issues.

The project could go as high as \$150,000.00 if it includes foundation work, Mr. Fox stated, and he questioned if Moran Construction had engineers in their company. Mr. Santer said that most construction people do this type of work without an engineer. If we require that, it will cost more, he said.

Mr. Carpenter stated that the City does not own the building, and we should give them \$15,000.00 toward the cost. We have other social issues that we have turned down because someone didn't fill out their applications correctly, he said.

It was Mr. Santer's suggestion to put \$35,000.00 in that line item, and it could be re-visited if necessary.

MOTION – Ms. Kuhl moved, seconded by Mr. Reynolds, to amend the amount to \$35,000.00 with the wording to be for necessary repairs that must be made to the building and grounds to fix the water leaks, and refer on to Council for approval.

The motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Fox, who voted "no".

The meeting adjourned at 7:15 PM.

Respectfully submitted,

*Connie Shaffer*  
Connie Shaffer, City Clerk

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for 2018-2019 Fiscal Year to reflect the following changes:

**USER FEE SPECIAL REVENUE FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>FUND BALANCE</b>					
297-00	FUND BALANCE	233,900	<u>2,170,000</u>	2,403,900	PAVING CARRYOVER & PARTIAL SURPLUS
<b>CAPITAL IMPROVEMENTS</b>					
750-458-005	STREET IMPROVEMENTS	1,501,700	<u>2,170,000</u>	3,671,700	PAVING/SLAB CARRYOVER
			<u>-</u>		

The above resolution proposes to revise the FY 2019 User Fee Special Revenue Fund budget to reflect the carryover of the FY18 spring paving/slab replacement appropriation (\$1,590,000) into FY19, as well a partial surplus re-appropriation (\$580,000) to cover the unexpected increase in the cost of paving. The total re-appropriation of \$2,170,000 will cover the paving contract at approx. \$1,602,000 and the slab replacement contract of approx. \$568,000.

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2018-2019 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Proposed Adjustment</b>	<b>Revised Budget</b>	<b>Comments</b>
<b>REVENUES</b>					
<b>FUND BALANCE</b>					
299-00	FUND BALANCE	9,170,416	150,000	9,320,416	PARTIAL FY18 SURPLUS
<b>EXPENDITURES</b>					
<b>MAYOR</b>					
409-230-000	CONTRACTUAL SERVICES	2,500	(500)	2,000	TRANSFER TO SOCIAL SERVICE GRANTS
<b>TRANSFERS TO OTHER FUNDS</b>					
444-566-204	TRANSFER - CAPITAL PROJECTS	-	150,000	150,000	ADDITIONAL FIRE STATION #2 FUNDING
<b>FIRE DEPARTMENT</b>					
706-103-315	OTHER SALARIES & WAGES	-	10,400	10,400	PART-TIME OFFICE ASSISTANT
706-104-000	FICA EXPENSE	38,982	796	39,778	PART-TIME OFFICE ASSISTANT
706-215-000	MAINT & REPAIR - BUILDINGS	20,000	(1,940)	18,060	XFER FOR PART-TIME OFFICE ASST
706-226-005	WORKERS COMP PREMIUM	62,289	244	62,533	PART-TIME OFFICE ASSISTANT
706-230-000	CONTRACTUAL SERVICES	25,000	(3,000)	22,000	XFER FOR PART-TIME OFFICE ASST
706-343-001	AUTOMOBILE GASOLINE	40,000	(6,500)	33,500	XFER FOR PART-TIME OFFICE ASST
<b>SOCIAL SERVICE GRANTS</b>					
958-568-040	CONTRIB - WCFRN	-	500	500	TRANSFER FROM MAYOR'S OFFICE
	Subtotal - Expenditures		<u>150,000</u>		
			<u>-</u>		

The above resolution proposes to revise the FY 2019 General Fund budget to reflect a partial FY18 surplus reappropriation of \$150,000 for the purposes of providing additional funding necessary for the Fire Station #2 project, a transfer of \$500 from the Mayor's Office budget to the Wood County Family Resource Network to assist with the Movies at the Park series, and an intra-departmental re-allocation within the Fire Department to fund a part-time office assistant.

**An Ordinance Amending Section 781.07,  
Schedule Of Payments, Of Fire Protection Fees,  
Of The Codified Ordinances Of The  
City Of Parkersburg**

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Now Be It Ordained By The Council Of The City Of Parkersburg That Section 781.07 Of The Parkersburg City Code be and it is hereby amended and re-enacted to allow for a 1 ½% discount for payment of the Fire Protection Fee when said fee is paid in full for the complete year and as follows:

**781.07 SCHEDULE OF PAYMENTS; PENALTY.**

The annual fire protection fees imposed under this article shall be due and payable in equal installments on the twentieth of each month. The owner(s) of record on the first day of the month shall receive the statement for that month. A penalty of ten percent (10%) of the fire protection fee shall be added for the failure to pay the installments by the due date.

A discount of one and one-half percent (1 ½%) shall be allowed and given for payment made in full of said annual fee when said fee for the full twelve (12) month period is paid in full on or before the initial due date of said annual fee and which date is in July of each year.

Sponsored By Councilpersons: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

**An Ordinance Amending  
Section 783.03, Floodwall  
Maintenance Fees Imposed,  
Of The Codified Ordinances  
Of The City Of Parkersburg**

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Now Be It Ordained By The Council Of The City Of Parkersburg that Section 783.03, Floodwall Maintenance Fees Imposed, be and it is hereby amended and re-enacted to include subsection (j) allowing for a 1 ½% discount for payment of the floodwall maintenance fee when said fee is paid in full for the complete year and as follows:

(j) A discount of one and one-half percent (1 ½%) shall be allowed and given for payment made in full of said annual fee when said fee for the full twelve (12) months period is paid in full on or before the initial due date of said fee and which date is in July of each year.

Sponsored By Councilpersons: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_



**An Ordinance Amending Section 789.04,  
Assessment Of Police Protection Fees,  
Of The Codified Ordinances Of  
The City Of Parkersburg**

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Now Be It Ordained By The Council Of The City Of Parkersburg that Section 789.04 of the Parkersburg City Code be and it is hereby amended and re-enacted to include subsection (d) allowing for a 1 ½% discount for payment of the Police Protection Fee when said fee is paid in full for the complete year and as follows:

(d) A discount of one and one-half percent (1 ½%) shall be allowed and given for payment made in full of said annual fee when said fee for the full twelve (12) month period is paid in full on or before the initial due date of said fee and which date is in July of each year.

Sponsored By Councilpersons: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

**An Ordinance Amending  
Section 955.09, Solid Waste  
Disposal Fees, Of The Codified  
Ordinances Of The City Of Parkersburg**

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Now Be It Ordained By The Council Of The City Of Parkersburg That Section 955.09, Solid Waste Disposal Fees, Of The Codified Ordinances Of The City Of Parkersburg be and it is hereby amended and re-enacted to include subsection (d) to allow for a 1 ½% discount for payment of the Solid Waste Disposal Fee when said fee is paid in full for the complete year and as follows:

(d) A discount of one and one-half percent (1 ½%) shall be allowed and given for payment made in full of said annual fee when said fee for the full twelve (12) months period is paid in full for the year on or before the initial due date of said annual fee and which date is in July of the each year.

Sponsored By Councilpersons: \_\_\_\_\_ , \_\_\_\_\_ ,  
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